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Subject: Revision of outline guides.

1. JTS memo with comments by JANIS users distributed among contributors attending meeting; discussion follows:
 - (a) Uniform up-to-date index system for all U.S. intelligence agencies: OCE reports maintenance of complete world coverage in code system of index. JANIS previously contained an index.
 - (b) Loose-leaf binding for JANIS: Revisions in outline guide necessary to bring together material subject to periodic change in one section of study. This would mean issuing JANIS in loose-leaf form and publishing supplementary material from time to time in like manner.
 - (c) Increase in use of aerial photographs and obliques: MIS representative discussed possibility of bringing out a photographic supplement to JANIS, which would make possible distribution where aerial material gets different distribution than textual coverage. JISPB representative brought up question of whether photographs should be scattered throughout the study where pertinent to text, or bound all together at back of study. OCE representative discussed function of JANIS - as planning document or operational document - as a basis of revising method of illustrative placement. Executive Secretary of JANIS Board stated many JANIS were written as planning studies but were published too late for this purpose and became operational basis, for which they were not prepared.
2. Realistic deadline schedule: Joint War Planners schedule of 6 full JANIS a year and 6 partial JANIS a year has necessitated the writing of a letter by JISPB and JTS to each contributor to determine the full capacity of the contributor toward meeting the JANIS schedule. All agencies are faced with cuts in budget and personnel and the 5-day working week instead of a 48-hour week, with no overtime. Therefore, each contributor has been requested to indicate what he can do with present personnel and also to indicate what he would need to meet the War Planner's schedule. From the results of this poll of contributors, a realistic deadline schedule will be compiled, so that JISPB is not committed to a schedule it cannot meet. The A-2 representative requested if priority list could be submitted to them showing studies for about a year in advance, they would have no difficulty meeting any deadlines. Exec. Secretary declared JISPB is in same position as it does not obtain its information on the forthcoming studies enough in advance to gather base maps, etc.

3. Discussion of outline guides by chapters followed:

Chapter II: Possible change in Topic 22, detailed description of regions - to be tabular but in page form. This idea to be incorporated in new outline guide. Section on Critical Areas and Routes to Critical Areas should be included in chapter outline, as War Planners most interested in Routes. The possibility of overlap with Transportation material was reason for omission from outline. Suggestion made that Chapt. II and Chapter VII people coordinate their information on this subject. Plan for Chap. I is to keep text extremely brief and use detailed annotated maps.

Chapter III: Dr. Fleming newly appointed to the Oceanography chapter and has not had sufficient time to study outline to make comments at this time.

Chapter IV: Lt. Col. DeHority stated work on JANIS 312 and 40 showed need for further coordination of beach and coast material on maps. Tables and text consolidated as far down as is possible.

Chapter V: Comments from OCE and Quartermaster indicated this chapter stressed weather conditions as affecting air operations and was inadequate with regard to conditions affecting ground operations. Topic on Non-Military Activity written by Weather Bureau was submitted largely as topic of agriculture as affected by weather and climate. Material was deleted from chapter because of duplication with Chapter IX on Agriculture. Breakdown suggested under topic of "Ground Operations" to include more detail about military and non-military aspects. Tables may have to be decreased because of reduced budget for publishing. May be necessary to run only graph instead of tables. Suggestion made by OCE representative for information to be included on weather as affecting transportation and construction work. Navy Aerology and Army Weather to work together on revision of outline guide to include suggestions made.

It was suggested at this point that further discussion by chapters be discontinued, with exception of Chapter IX, and that all contributors study outline guide for his chapter and submit suggested revisions to JISPB.

Chapter IX: Inasmuch as this chapter is a lengthy one, with numerous contributors located in various parts of the city, problem of coordination is a large one. For these reasons, consideration has been given to dividing the chapter into at least three parts: (1) Agriculture and Food Resources; (2) Water, Construction Materials and Industrial Raw Materials and Power; (3) Manufacturing, Trade, and Finance. Exec. Secretary of Board brought up question of how important it was that present numbering of chapter be continued in order to avoid confusion for user. This change of chapter numbers would not be a permanent one but occur only when study is of very large area. No exceptions noted to the division of the chapter into 3 separate chapters if necessary, and renumbering all other chapter accordingly. However, to avoid repetition of photos and maps in each of the 3 chapters thus created, suggestion made to make separation into 2 parts to the one chapter.

(Chapter IX, cont'd):

MIS representative, Mr. Faeth, has worked on coordination of Agriculture material with Manufacturing, and reports that material is somewhat bulky and tends to present these subjects in a non-military manner. All contributors to this chapter to present plan to either break chapter into 3 parts, or into 3 separate chapters.

Meeting adjourned.

Additional discussion:

25X1A JCS [REDACTED] made suggestion that if deadline date cuts writing time to complete chapter entirely, to spread information thinly over the whole chapter, going into detail in the most important spots. He suggested that contributor submit with suggested outline guide changes, those topics in the chapter which he considers more important than others. This could also serve as a guide to the topics to be stressed in the Brief, Chapter I.

Suggestion made by Lt.Col. DeHority that manuscript be submitted on legal size paper rather than on 8 x 12 $\frac{1}{2}$, which size necessitates cutting of large sheets down to JANIS size.

Lt.Comdr. Quam reminded contributors again to keep in mind the separation of material which is of permanent nature in revising outline guides, and indicate other material which is likely to change frequently, so that supplements can be published often.

JTS letter with comments to be sent to contributors when classification is lowered.

DATE: 107 1080 REAITEMENT: 018000
VOLUME: 107 1080
MEMO: 107 1080
SERIES: 107 1080
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DOCUMENT NO: 107 1080